

CITY OF DULUTH



DIRECTOR OF PUBLIC ADMINISTRATION

The City of Duluth takes pride in building and maintaining strong relationships within our local community by providing valuable services to the citizens of Duluth. We enjoy quality parks and recreation programs as well as community supported library services that compliment an abundance of athletic opportunities right in the heart of the City. Working in support of these programs and opportunities are employees in Management Information Systems (IT), Human Resources, Facilities Management, and Maintenance Operations, all of which help to support and maintain a quality of life within the City of Duluth.

The City's commitment to meeting the needs of the City of Duluth reflects a strong foundation for long-term success that can only be met by a DIRECTOR OF PUBLIC ADMINISTRATION who will provide leadership and management in a variety of differing operational divisions.

The Director of Public Administration will:

- ❖ Oversee the management and operations of various divisions within the City, to include, Parks & Recreation, Libraries, City Clerk, Human Resources, Management Information Systems, Facilities Management, and Maintenance Operations.
- ❖ Within the divisions indicated the Director of Public Administration will ensure operational goals and objectives are met, that strategies and priorities are developed, and that exceptional public service, as a fundamental way of operating, is maintained.
- ❖ Be responsible for ensuring that policies and procedures are developed and that work processes are continually improved upon to create the most efficient way of serving the public.
- ❖ Be a participating member of the City's executive management team.
- ❖ Provide leadership, coaching, mentoring, and supervision of management and supervisory staff.

The ideal candidate will have extensive leadership experience and an education that provides the ability to effectively plan, organize, and manage a wide variety of public services as well as the ability to effectively lead teams through process improvement and changes to operational procedures.

As a key member of the city's management team, the director will be expected to possess high quality written and verbal skills, and have a core value system that incorporates loyalty, commitment as a public servant, a high level of ethics, and integrity. Excellent management skills with a strong foundation in administration and strong analytical and problem solving skills are critical for success in this role. Candidates should be genuinely committed to development of a strong customer service ethic, approachable and responsive to organizational needs, and open and honest in all internal and external relationships.

This position is open until filled. To apply, send your letter of interest and resume to Mike Silvis, City of Duluth Human Resources, 411 West First Street, Duluth, MN 55802, or email to msilvis@duluthmn.gov or fax to 218-730-5906.

Equal Opportunity Employer

